



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

MICHAEL P. FLANAGAN
STATE SUPERINTENDENT

June 18, 2015

MEMORANDUM

TO: Local and Intermediate School District Superintendents
Public School Academy Directors

FROM: Linda Forward *Linda Forward*
Interim Deputy Superintendent, Education Services

SUBJECT: Certification of the SE-4107 School Bus Inventory

This is a reminder that all districts and public school academies using and reporting black and yellow buses to transport students to and from school must report those buses on their SE-4107 School Bus Inventory and must certify the inventory on an annual basis prior to June 30 of each year. The certified inventory is one of the data requirements for reporting costs on the upcoming 2014-15 SE-4094 Transportation Expenditure Report. Below are the instructions to certify the inventory from the School Bus Inventory System.

Certify the Bus Inventory

The feature on the SBIS (School Bus Inventory System) is called Certify your data. Each district must certify their school bus data annually. Failure to certify the bus data will result in buses not being amortized and school districts not being reimbursed. Districts must certify the bus data annually whether or not they make any additions, edits and deletion of buses. If you certify your data and then later need to make additional changes, you may do so, but then you must re-certify the data after the changes are made.

You may certify your bus data at any time during the school year. However, it is good practice to certify the bus data at the end of the school year in June to ensure all changes have been made and the data is an accurate picture of the vehicles that the district uses to transport pupils to and from school. **Please remember that the last day to make changes or to certify vehicles on the School Bus Inventory System is June 30 of each year.**

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Page 2
June 18, 2015

Go to the Certify Bus Screen on the left side of the screen and click on certify to certify all the vehicles used by the district. If you have any questions, please contact Debbie Nowlen by email at NowlenD@michigan.gov, or by calling (517) 241-1723.

cc: Michigan Education Alliance

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